

Civil Service Commission Minutes

Cincinnati, Ohio

November 14, 2013

The Civil Service Commission met in regular session in Room 307, City Hall on Thursday, November 14, 2013. Commissioners in attendance were Mr. James Robinson, Chair; Ms. Deborah Gaines; and Mr. Robert Braddock. Commission staff present included Ms. Georgetta Kelly, Civil Service Secretary, Ms. Arnell Jackson, Civil Service Secretary Designee and Ms. Seeta Martindale, Recording Secretary.

A motion to dispense with a reading of the October 24, 2013 minutes was passed and the minutes were approved.

HEARINGS – Heard by the Commission

The Civil Service Commission met in regular session on November 14, 2013, 9:30 a.m. to hear the continued appeal of Curtis Boykins concerning his suspension from the Water Works Department. Julie Bissinger, Senior Assistant City Solicitor represented the City. The Appellant was represented by Niroshan Wijesooriya, Attorney. The official court reporter was DCR Denmark Reporting Agency. This matter will reconvene on November 21, 2013, 9:30 a.m.

SPECIAL EXAMINERS - Approved by the Commission

- Dan Seig for the Maintenance Machinist exam

CONSENT ITEMS – Approved by the Commission

HEALTH

Request from the Health Department for the exceptional appointment of Caitlyn McKenzie as a Public Health Nurse 2

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. McKenzie is qualified and the Commission previously approved this title for exceptional appointment.

POLICE

Request from the Police Department for Donna Johnson, Elizabeth Sparks and Kimberly Matthews from Clerk Typists 1 to Clerk Typists 2

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that they have successfully completed one year of service with the City as Clerk Typists 1.

PUBLIC SERVICES

Request from the Public Services Department for the exceptional appointment of John Gels as an HVAC Specialist

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Gels is qualified and the Commission previously approved this title for exceptional appointment based on the required journeyman/apprenticeship training required.

TRANSPORTATION AND ENGINEERING

Request from the Department of Transportation and Engineering for the promotion without exam of Keith Pettit from a Supervising Engineer to a Principal Engineer

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Pettit was selected from the eligibles within the employing unit.

Request from the Department of Transportation and Engineering for the transfer and voluntary demotion of Rebecca Koligian, Operator Dispatcher in the City Manager/Emergency Communications Center to a Clerk Typist 3 in the Department of Transportation and Engineering

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer and voluntary demotion.

Request from the Department of Transportation and Engineering for the temporary promotion of Gregory Long from a Principal Engineer to a City Traffic Engineer

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the temporary promotion is needed to provide continued services due to the recent retirement of the existing staff member. Mr. Long meets the qualifications for the temporary promotion.

Request from the Department of Transportation and Engineering for the temporary promotion of Jared McFaddin from a Senior Engineer to a Supervising Engineer

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the temporary promotion is needed to provide continued services due to the recent retirement of the existing staff member. Mr. McFaddin meets the qualifications for the temporary promotion.

BOARD OF EDUCATION

Request from the Board of Education for the promotion without exam of Michele Monroe from a Support Specialist to a Senior Support Specialist

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact Ms. Monroe was selected from the eligibles and is qualified for the position.

AGENDA ITEMS – Heard by the Commission

Request from Mary Mullins to appeal the rejection of her application for the Optometric Technician exceptional appointment process

The staff recommended denial of the request. After review and discussion, the Commission denied the request. This decision was based on the fact that Ms. Mullins does not meet the minimum qualifications as posted in the job announcement.

Request from Joshua Bearman to appeal for an alternate test date for the Tree Maintenance Worker open competitive exam

The staff recommended denial of the request. After review and discussion, the Commission denied the request. This decision was based on the fact that there are no provisions under Civil Service rules that allow alternate test dates for open competitive exams.

CLASSIFICATION SPECIFICATIONS - Approved by the Commission

Request for approval of new and/or revised classifications specifications:

Board of Education

- None

City of Cincinnati

- Customer Relations Representative (Dental Billing Coder) – Open
- Turf Manager (Parks) – Promotional
- Laboratory Technician 3 (Water Works and MSD) – Promotional

TABLE OF ORGANIZATION CHANGES - Approved by the Commission

Request from the Health Department to add the positions of (2) Nurse Practitioners to its table of organization

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that a review of the responsibilities and level of work for the proposed positions are consistent with the recommended classifications.

Request from the Water Works Department to add the position of Administrative Specialist to its table of organization

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that a review of the responsibilities and level of work for the proposed position is consistent with the recommended classification and the deletion of an Administrative Technician position.

INFORMATION ITEM(S)

➤ **Settlement of Grievance #11304:**

Paula Selby was promoted from a Clerk Typist 2 in the Emergency Communications Center to a Clerk Typist 3 in the Police Department based on the employing unit. The Commission approved the ECC as an employing unit in the City Manager's Office at its June 27, 2013 meeting; therefore, Ms. Selby's name should have been certified from a requisition received from the Police Department in March 2013. The proposed employing unit was changed in December 2012 but not approved by ordinance until the budget was passed in June 2013.

DECISIONS: ITEMS PREVIOUSLY UNDER ADVISEMENT

➤ **Classification Studies on Plant Maintenance Worker, Facility Maintenance Specialist and Building Maintenance Worker positions at the Metropolitan Sewer District re-submitted by Human Resources**

The staff reported on the status/progress of the committee, which was established per the request of the Commission to comprise of members from labor and management to work on a recommendation to be submitted to the Commission for consideration. The committee will continue to hold further meetings and shall provide updates on the progress of this matter to the Commissioners.

Hearing Decisions Pending

None

Hearing Appeals to be scheduled:

Joseph Lee
Veronica Barnes
Robert DeBonis
Anthony Axle
Erika A Longstreth (Board of Education)
Vinson Key